



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

**J O B   A N N O U N C E M E N T**

**\*INTERNAL ONLY\***

**POSITION TITLE:** Case Manager (Bargaining) **PCN:** 108076, 108174

**DEPARTMENT/LOCATION:** E-Gateway/Northland Opportunity **P. R.:** O10

**REPORTS TO:** Case Manager Supervisor

**RESPONSIBILITIES:** Interview customers to assess potential employability. Develop a cooperative plan of action to achieve and maintain self-sufficiency. Act as an employment advocate in the development of an employability plan and provide linkage with prospective employers. Conduct interactive interviews to determine eligibility for various agency programs. Provide information regarding the laws and regulations governing assistance and service programs, customer rights and responsibilities. Make necessary case changes and determine continuing eligibility. Assist in making child care arrangements and authorize childcare placements and transportation services. Process affidavits for replacement of benefits, secures verification, makes case and benefit adjustments. Prepare social summaries and medical packets. Investigate case discrepancies, food stamps, and medical services. Act as agency representative at state hearings and prepares an appeal summary. Determine if service plan was appropriate and/or effective for the individual. Monitor all job participation requirements and implement sanctions as needed. Investigate complaints and provide information. Attend and conduct case conferences in the evaluation of customer progress. Gather statistical information regarding activities on cases. Investigate service delivery problems and make recommendations for appropriate adjustments.

**MINIMUM QUALIFICATIONS:** An Associate's degree in social work or human services field is required; supplemented by two (2) years of experience in social work, case management, or public assistance programs; or any equivalent combination of training and experience.

**STARTING SALARY:** \$17.37 per hour. 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Wednesday, June 10, 2015

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Tuesday, June 16, 2015

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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